

# Junaid Arif

**Administration | Facility Management | HR Generalist**

Junaid.arif@outlook.com	0300-2514824	Karachi – Pakistan
06-Mar-1990	Single	42201-6338032-3

*I am an experienced Administration & HR Professional having demonstrated history of working in FMCG, E-Commerce, Real Estate, Retail and Education Industry. Skilled in Facility Management, Building Administration, Office Services/Administration, Fleet Management, Housekeeping, Procurement, Security, HR Operations, Recruitment, Compensation & Rewards and Event Management.*

## WORKING EXPERIENCE

### **Administrator Security & Services**

**August 2019 to date.**

#### **Dawood Foundation**

##### **Building Administration**

- Currently working on a project that is related to the setup of Building Access Control System that includes Visitor Management System, Flap Barrier Gates and Turnstile.
- Control over renovation works by tenants at floors, cargo movement controls, restricted areas.
- Vehicles Entry/ Exit control, Parking management at Dawood Center parking area.
- Firefighting drills, forming of ERT (Emergency Response Teams) S&RTs (Search & Rescue Teams).
- Repair/ maintenance/ renovation of building and its premises.
- Complete responsibility of housekeeping at Dawood Center including, Rooftop and outer premises and common areas like front and rear lift lobbies & stairs of the building.

##### **Services (Office Administration)**

- Operations and management of Transport Pool. Maintenance of transport.
- Workspace management & Procurement of Workstations, Chairs and other required items.
- Looking after management of an Auditorium named as TDF Business Hub. Business Hub Facilitate corporates for their Business Events, AGMs and Corporate Meetings.

##### **Security & Protocol**

- Dawood Center being head office of Dawood Group, Security and protocol is extended to the subsidiaries of group like Dawood Public School, KSBL University, TDF Ghar and TDF Science Center.
- CCTV Surveillance, incident investigations, intelligence gathering and maintenance of CCTV systems.
- Implementation of office ethics & code of conduct. Discouraging the unwanted practices, control over using/ carrying/ facilitating liquor/ arms/ other prohibited practices like eating and spitting Paan/ bubble gums etc.

### **Assistant Manager HR & Administration**

**March 2018 to July 2019**

#### **Bluefox International**

##### **Administration**

- Executed complete project of new office that includes Selection, negotiation, renovation, agreement, procurement of office furniture, fixtures & equipment's and deployment of Internet and CCTV.

- Managing the Travel Management and Visa Applications including Ticket and hotel booking, arrival, receiving, protocol, accommodation, security and departure of foreign guests in coordination with the Security Agencies.
- Manage Events for Head and branch offices. Events including (New campaign launch, birthdays, Farewell, Employee engagement activities).
- Managing overall process of appointments, probation reviews, confirmation, promotions and terminations.
- Attendance, over time, Allowance and Leave management through Software preparing all required data for payroll.
- Preparing and processing timely distribution of salary, bonus, increment and full and final settlements.

### **Senior Officer Administration**

**February 2017 to March 2018**

#### **Dolmen Real Estate Management (Dolmen Group)**

- Looking after Staff Canteens where more than 700 employees served on daily basis.
- Gathering budget proposals from departments and compilation of Master Budget.
- Point of contact for employees regarding queries related to HR & Admin.
- Coordinate with Contractors for ensuring adequate availability of manpower in shifts.

### **HR & Admin Executive**

**June 2014 to February 2017**

#### **Kaymu.pk (Alibaba Group)**

- Directs and oversees all administration related activities including safety & security, CCTV and petty cash, office supplies and transportation, budget and housekeeping, SIM Management.
- Point of contact to the Mobile Communication Service Provider and looking after SIM Management of both Karachi and Lahore office.
- Monitor/Procure inventory of office supplies and purchasing of IT Assets with attention to budgetary constraints.

### **HR Assistant**

**May 2012 to May 2014**

#### **Imrooz Traders (Imrooz Group)**

- Assist in recruitment process, placing job advertisements on different job portal, conduct the initial screening and schedule the interviews of candidates with Concerned Departments.
- Oversee and manage a performance appraisal system that drives high performance.
- Conduct internal Audit as required by ISO in coordination with Manager for improving Quality Management System.

## **AACADEMIC QUALIFICATION**

<b>Degree</b>	<b>Institute</b>	<b>Year</b>
• MBA (HR)	Iqra University	2018
• B.Com	Govt. Degree College Gulshan-e-Iqbal	2014
• I.Com	Govt. Degree College Gulshan-e-Iqbal	2011
• Matriculation	Aliya Secondary School	2008

## **TRAINING/PROFESSIONAL QUALIFICATION**

<b>Training/Course</b>	<b>Institute</b>	<b>Year</b>
• Fundamental of Project Management	University of Virginia (Darden School of Business)	2020
• Emergency First Responder Course	Aga Khan University Hospital	2019
• Introduction to HRM	Pakistan Institute of Management	2013

## **REFERENCES**

- References will be furnished upon request.